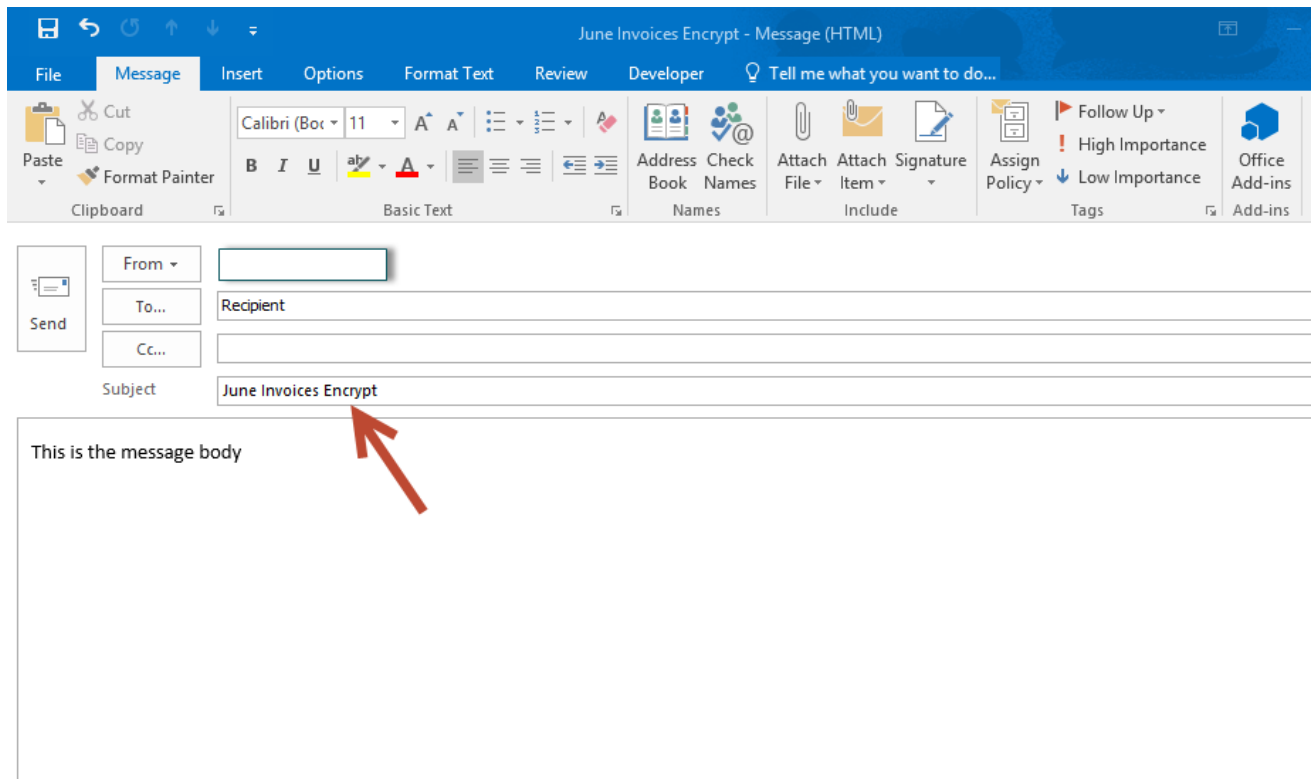# How to use the encryption service at Office 365

START A NEW EMAIL MESSAGE.

ADD THE WORD ENCRYPT INTO YOUR SUBJECT LINE OR THE PHRASE "MARKED FOR SECURE DELIVERY" WITHOUT THE QUOTES

THIS WILL SEND THE USER AN ENCRYPTED MESSAGE.